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(15)

ADM-10.

15 December 1965

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support
General Counsel
Inspector General

SUBJECT : Organization and Ceiling Controls

1. This memorandum is a revision of my memorandum dated 30 September 1965 on the same subject.

2. Under Agency regulations Deputy Directors and Heads of Independent Offices have clearly defined responsibilities and authority to discharge them. They should, therefore, have a relatively free hand in the use of the resources available to them to accomplish their missions.

3. It is essential, however, that changes in organization or shifts in manpower be monitored, and in some cases controlled, centrally. To accomplish this dual objective, the following policy is effective immediately:

a. Organizational changes or shifts in manpower which are within the budgetary limitation and manpower ceiling allocated to an individual component, i. e., office, division, or comparable unit, may be made by Deputy Directors and Heads of Independent Offices without prior approval, provided that such changes have no budgetary or manpower implications for another Directorate. In order that a central record can be maintained, components will notify the Director of Planning, Programming, and Budgeting and the Director of Personnel of such changes.

b. Organizational changes or shifts in manpower which are not within the budgetary and manpower ceiling allocated

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to an individual component or which have manpower or budgetary implications for another Directorate will require the approval of the Director. Requests should be forwarded with appropriate justification through the Executive Director-Comptroller. Upon approval the Director of Personnel will be informed so that central records can be adjusted.

c. Significant organizational changes or shifts in manpower, such as the establishment or deletion of a new station, base or major organizational unit, will in all cases require prior approval of the Director and should be forwarded through channels, with appropriate justification, for his consideration.



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L. K. White
Executive Director-Comptroller

cc: Director of Personnel
Director, PPB

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